



Manager for Breakfast and After School Club at Windrush C of E Primary School, Witney

Are you a leader who loves to support children in their learning and development through play? If the answer is yes, this could be the job for you. We are seeking a dedicated, enthusiastic and fun individual to manage our club at The Windrush Primary School.

Vicky's After School Clubs are privately owned and Vicky will ensure you receive the training you will need to succeed in your role and encourage you to be the best you can be. We are seeking an experienced, engaging, reliable, caring and enthusiastic Manager who is Level 3 qualified. You will be supervising a great team and will bring your own ideas to enhance the existing club through play for all the children who attend.

Hours are: Mon – Fri 7.30-8.45 am Breakfast Club and
Mon - Fri 2.30 – 5.30 pm After School Club
Term Time only (Holiday work available)
Salary dependant on experience and qualifications.
Minimum age 18 years (Ofsted requirement)

Please note that an enhanced DBS check will be undertaken as part of the recruitment process along with references. Please apply by 12th March 2025



If you are interested and would like a job description and personal specification, please contact:

Vicky Hickman Tel No: 07887711454

Email: info@vickysafterschoolclub.co.uk

website: www.vickysafterschoolclub.co.uk

Please note that Vicky's After School & Holiday Club Ltd are committed to equal opportunities and non-discrimination in our hiring process



Job Title: Club Manager
Job summary: Day to day management of the club. Provide quality playcare within the framework of the club's policies and procedures
Line manager: Vicky Hickman
Responsible for: Deputy/play workers/school liaison/volunteers
Working relationships: Children attending the club and their parents or carers
 Club Director and staff, students and volunteers
 Childcare and play organisations, schools, registering authorities

Main duties include:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the play space including moving furniture and play equipment.
- Consulting with children and involving them in planning activities.
- Providing support and supervision to play workers and other staff, including volunteers.
- Holding regular staff meetings and conducting regular reviews and supervisories for staff
- Administration, registers, children details, food hygiene, medication forms etc....
- Developing and maintaining good communication with all members of the club, the club Director, with schools, and especially with parents.
- Undertaking appropriate and relevant training in a timely manner.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures, and the Early Years Foundation Stage.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> ● Appropriate Level 3 qualification ● Experience of working with 4 to 11 year olds ● Experience of administration ● Experience of working in a supervisory or management capacity ● Delivering equal opportunities in a play setting ● Understanding the varied needs of children and families ● Providing and facilitating safe, stimulating play ● Proven leadership skills ● Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children* ● Ability to work on own initiative, using judgement and common sense ● Familiarity with the Early Years Foundation Stage 	<ul style="list-style-type: none"> ● Appropriate child protection training ● At least 2 years' experience of working in a childcare setting ● Experience of working within a play-based setting ● Ability to use IT based resources to support play and club administration ● Current driving licence ● Current 12-hour Paediatric First Aid Certificate ● Food Hygiene Certificate